

**DEPARTMENT OF TRANSPORTATION**

CIVIL RIGHTS PROGRAM, MS-79

1820 Alhambra Boulevard

SACRAMENTO, CALIFORNIA 95816

(916) 227-9599

FAX (916) 227-9596

TDD (916) 654-4014



Date:

Dear Contractor:

This letter is to remind you that your Annual Update Affidavit (AUA) with required supporting documents, are due to the Civil Rights Program by your annual certification anniversary date.

However, sufficient time is needed to review and process your AUA before it is required. Therefore, if you wish to **avoid a lapse** in your certification and remain listed in the Caltrans DBE database and directory, you must return your Annual Update Affidavit and required supporting documents to Caltrans by:

**Note:** If a question does not apply to your firm, please fill in "N/A." In addition, we recommend that you keep a copy of your AUA and all supporting documents for your records.

Please send your completed AUA with supporting documents to:

**Caltrans, Civil Rights Program, MS-79  
1820 Alhambra Boulevard  
Sacramento, CA 95816**

The above documents will be used solely to make a determination regarding the continuing eligibility of your firm for certification in the DBE program. Please be aware that the information you submit may be shared with Federal authorities and/or other organizations whose legal authority provides access to this information. In addition, the public may request access to any information not protected under the National Public Records Act or the California Public Records Act.

Sincerely,

ALGERINE McCRAY  
Deputy Director  
Civil Rights Program

**CIVIL RIGHTS PROGRAM****ANNUAL DBE UPDATE AFFIDAVIT**

CR-0002 (Rev 10/1999)

**PERSONAL INFORMATION NOTICE**

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to the IPA Officer.

1. NAME OF FIRM		2. FILE NUMBER	
FIRM'S ADDRESS ( <i>Physical</i> )		CITY	STATE ZIP CODE
FIRM'S ADDRESS ( <i>Mailing</i> )		CITY	STATE ZIP CODE
3. MAJORITY OWNER(S)	4. BUSINESS PHONE	BUSINESS FAX	
5. IS THE BUSINESS STREET ADDRESS OR PHONE NUMBER THE SAME AS THE RESIDENCE?			YES NO
6. HAS THE OWNERSHIP OR CONTROL OF THE COMPANY CHANGED?			YES NO
If yes, please call Caltrans at (916) 227-9599 to obtain a 6-page Certification Application or access our Internet Address at: <a href="http://www.dot.ca.gov/hq/bep">http://www.dot.ca.gov/hq/bep</a> to download the application. NOTE: This Annual DBE Update Affidavit can also be			
7. NAME OF LICENSEE	CURRENT LICENSE(S) AND NUMBER(S)		
8. INDICATE THE COMPANY'S GROSS RECEIPTS \$_____ FOR THE LAST YEAR ENDING _____ AND SUBMIT THE FOLLOWING FEDERAL TAX FORMS WITH <b>ALL SCHEDULES: 1040 FOR SOLE PROPRIETORS; 1065 FOR PARTNERSHIPS; 1120 FOR CORPORATIONS; AND 1065 OR 1120 FOR LIMITED LIABILITY COMPANIES.</b>			
9. NUMBER OF CURRENT EMPLOYEES:		FULL TIME	PART TIME
10. DOES THE COMPANY SHARE SPACE, EMPLOYEES, EQUIPMENT OR FINANCING WITH ANY OTHER COMPANY?	YES NO	IF YES, EXPLAIN CHANGES IN A SEPARATE ATTACHMENT	
11. HAVE THE OFFICE HOLDERS OR THE BOARD OF DIRECTORS OF THE COMPANY CHANGED?	YES NO	IF YES, LIST ANY CHANGES IN A SEPARATE ATTACHMENT	
12. The undersigned swears, under penalty of perjury of the laws of the United States, that the foregoing statements are true and correct and further states that he/she is properly authorized by, Name of Firm _____, to execute the affidavit and does so as his/her free act and deed. The undersigned also swears, under penalty of perjury of the laws of the United States, that there have been no changes in the firm's circumstances affecting its ability to meet SBA business size criteria, the overall gross receipts cap, disadvantaged status, ownership, or control requirements of 49 CFR Part 26, Subpart D.			

PRINTED NAME	SIGNATURE
TITLE	DATE

**NOTARY**

The foregoing affidavit was subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by

NAME

NOTARY PUBLIC \_\_\_\_\_ COMMISSION EXPIRES \_\_\_\_\_

Mail completed questionnaire to:

NOTARY PUBLIC SEAL

Caltrans Civil Rights Program, MS-79  
1820 Alhambra Blvd  
Sacramento, CA 95816

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CIVIL RIGHTS PROGRAM - MS 79  
1820 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816  
(916) 227-9599



Dear Contractor:

You recently expressed interest in obtaining information about certified disadvantaged businesses needed to allow you to meet the State and Federal goals set for your project. A listing of these businesses is available from the certifying agencies. Caltrans will not solicit subcontractors for you. It is up to you to contact the individual subcontractor concerning availability and bid proposal.

The Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), and Women-Owned Business Enterprise (WBE) programs are administered by the California Department of Transportation (Caltrans), Civil Rights Program. The Disabled Veteran's Business Enterprise (DVBE) program is administered by the Department of General Services, Office of Small and Minority Business.

Please contact these departments at the phone numbers listed below for ordering information. The Caltrans Publication for DBE/MBE/WBE is available at a cost of \$45.00 for quarterly listings and \$20.00 for a single copy. The DVBE listing is available at no cost.

**DBE/MBE/WBE LISTING**

Caltrans  
Publications Unit  
1900 Royal Oaks Drive  
Sacramento, CA 95815  
(916)445-3520

**DVBE LISTING**

Department of General Services  
Office of Small Business Certification and Resources  
1531 I Street, Second Floor  
Sacramento, CA 95814-2016  
(916)322-5060

If you have a computer and a modem, it may be possible for you to connect with a Bulletin Board System containing an electronic list of DBE/MBE/WBEs currently certified by Caltrans.

If interested contact, Civil Rights Program, Systems Support Unit (916) 227-8937.

If you require further assistance, please contact Caltrans, Civil Rights Program at (916) 227-9599.

Sincerely,

ALGERINE McCRAY  
Deputy Director  
Civil Rights Program

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1820 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816  
(916) 227-9599



May 29, 1998

Notification of Current Consultants  
for DBE Supportive Services

Dear Contractor:

Listed below are the addresses, telephone numbers, and contact persons at the offices of Triaxial Management Services, Inc., the Consultant currently under contract with Caltrans to provide statewide assistance to firms interested in certification as a Disadvantaged Business Enterprise (DBE). These offices also provide assistance for participation on Federally funded Caltrans contracts with DBE goals.

NORTHERN CALIFORNIA

Oakland

1545 Willow Street, 1st Floor  
Oakland, CA 94607  
(510) 286- 1313  
(510) 286-6792 FAX  
Chauncey L. Murdock

Sacramento

930 Alhambra Boulevard #205  
Sacramento, CA 95816  
(916) 553-4172  
(916) 553-4173 FAX  
Mary Williams

SOUTHERN CALIFORNIA

Los Angeles

2594 Industry Way, Suite 101  
Lynwood, CA 90262  
(310) 537-6677  
(310) 637-0128 FAX  
Nathan Essandoh

San Diego

2725 Congress Street, Suite 1-D  
San Diego, CA 92110  
(619) 543-5109  
(619) 543-5108 FAX  
DeMarcus Sharpe

Sincerely,

ALGERINE McCRAY  
Deputy Director  
Civil Rights Program